ROLE PURPOSE: Monitoring and Evaluation Coordinator

Our Vision
We see a world in which no person is needlessly blind or vision impaired.

Our Purpose
We are determined to deliver Fred Hollows’ vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

How we value your contribution:

Remuneration package
We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment
As a permanent employee, you will receive a payment equivalent to one month’s salary each year (pro-rata for those working part of the year).

Leave
You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers’) leave, maternity leave, paternity leave and compassionate leave.

Performance & development
Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development
Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership
Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support
We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition
Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement
You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability
We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety
We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:
- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.

Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details.
**ROLE PURPOSE**

**Role Title:** Monitoring and Evaluation Coordinator  
**Division:** Programs  
**Location:** Addis Ababa  
**Date:** December 2021  

**Employment type:** Permanent, Full Time  
**Reports to:** DCD/HoP  
**Number of direct reports:** NIL  
**Leadership Band:** Leads others

**Purpose of the role:**
Reporting to the Deputy Country Director/Head of Programs, this role will be accountable for implementing a Monitoring, Evaluation and Learning approach to our Ethiopian program. To design and implement relevant tools and processes which will measure the effectiveness of Ethiopia program, ensuring an evidenced based approach for program design and management is in place. You will be expected to provide the Deputy Country Director/HoP and Country Director with critical information and data which will help shape our approach for future program design and/or re-design.

**Key Responsibilities:**

**Monitoring and Evaluation**
- Responsible for design (as necessary) and implementation of Monitoring and Evaluation (M&E) plans and activities for the Ethiopia Program.
- Documenting the findings of monitoring and evaluation exercises and establishing mechanisms to disseminate ‘lessons learned’ to the Programs and partners’ team.
- Support the program planning, follow up and documentation and knowledge management;
- Ensure program progress are in line with PDD, and donor and partner agreements, and update the management as per set standards and schedule;
- Carry out accountability of the program including practical capacity building for M&E and advice on planning/reporting and using results.
- Responsible for preparing both quantitative and qualitative periodic progress, midterm and end term reports timely submission to the PPM and prepare feedback the program teams on the periodic performance levels;
- Provide technical support and input into concept notes and proposal development to ensure monitoring, evaluation and learning approaches are effectively incorporated in accordance with program policies and donor obligations.
- Responsible to coverage surveys, cases studies and compiling best experiences in different program units and both in the target community and in the Foundation;
- Support the FHF’s good partnership and approaches of collaboration with government, NGOs and other stakeholders;
- Provide advice and practical support to staff undertaking evaluations and fundraising activities;
- Collaborate with the research coordinator plan and supervise research/evaluation projects and activities, as required and approved.
- Coordination and facilitation of capacity building workshops on areas M&E and program implementation.
- Communicating program learning and results to influence key stakeholders (internally and externally) including policy and decision-makers.
- Participate in relevant Policy / M&E related working groups

**Compliance and Reporting**
- Support the development and implementation of FHF strategic plans and program plans and mechanisms to measure and communicate against development effectiveness objectives.
- Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.
- Demonstrate compliance with all legislation and The Foundation’s policies and procedures.
- Undertake training as required and agreed with manager.
- Promote and model appropriate behaviour to support The Foundation’s culture, values and brand.
- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.

**Information & Communication Management:**
- Support the Foundation fundraising initiatives by ensuring that the Communication and Resource Mobilization Units receive appropriate materials/reports and information to highlight the Foundation’s trachoma programs in the country

**Team Contribution**
- Ensure effective communication and conflict resolution mechanisms that promotes teamwork performance
- Constructively contribute and collaborate with all colleagues, while strengthening intra and Inter departmental collaboration for efficiency

- Other tasks as requested by your manager..

**Our Capabilities:**

**Essential Experience:**
- At least five years of applied experience overseeing monitoring and evaluation tasks, preferably in the health sector
- Previous experience working in international development organizations
- Knowledge of reporting procedures, best practices, guidelines and tools for monitoring and evaluation;
- Knowledge of performance and impact evaluations
- Demonstrated ability to plan and schedule, lead effective data collection, and coordinate with implementing partners and consultants to execute evaluation surveys.

As a member of the Foundation Family you will:
1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
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<th><strong>4.</strong> Lead, collaborate and contribute in all interactions.</th>
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<td><strong>Skills:</strong></td>
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<td>• High level ability to build and maintain internal and external relationships.</td>
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<td>• Demonstrated high level written and verbal communication skills.</td>
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<td>• Demonstrated financial management skills.</td>
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<td>• Conceptual, analytical and problem-solving skills.</td>
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<td>• Knowledge of recent national health policy issues.</td>
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<td>• Initiative, flexibility and demonstrated drive to achieve results.</td>
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<th><strong>Desirable Experience:</strong></th>
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<td>• Experience in Trachoma programs in an International NGO setting.</td>
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<td>• Experience in Capacity building and HMIS in government setting.</td>
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<th><strong>Qualifications:</strong></th>
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<td>Master of Science/Arts or postgraduate degree in epidemiology, public health, social sciences or a related discipline from a recognized institution.</td>
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<th><strong>The position involves:</strong></th>
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<td>This position is recognised as having “Contact with Children” either direct or indirect.</td>
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<th><strong>Travel:</strong> International/Domestic</th>
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<td><strong>Additional Responsibility:</strong></td>
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